



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: April 12, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement April 13, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Tuesday, April 26, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM III

Claims Specialist
Region 3/District 4/Administrative Services
Highways
Peoria

Attachments
40933

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, April 26, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification: Technical Manager III

Salary Range: \$4,670 - \$8,295

Position Title: Claims Specialist

Union Position: ☒ Yes ☐ No

Position Number: PW413-23-54-104-10-01

IPR#: 40933

Office/Central Bureau/District/Work Address:

Division of Highways / District 4 / Region 3 / Bureau of Administrative Services / 401 Main Street, Peoria, IL

Description Of Duties:

This position is responsible for investigating accidents involving state vehicles, third party claims, Court of Claims Cases, processing claims, Freedom of Information Act (FOIA) requests, subpoenas, and assisting in the implementation of district safety inspections and safety training classes.

Special Qualifications:

The following criteria is required:

- Valid driver's license

The following criteria is desired:

- Knowledge, skill and mental development equivalent to four years of college preferably with major courses in business administration, economics, public administration
- Two to four years working experience in business/public administration, or equivalent combination of training and experience
- Ability to plan, organize and execute administrative or technical program requirements

Shift/Remarks:

8:00 am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	September 2015	POSITION:	Claims Specialist
APPROVED BY:	<u>Kensil Garnett</u> Kensil Garnett, Regional Engineer	OFFICE/DIVISION:	Highways/Region 3/District 4 Bureau of Administrative Services
CODE:	PW413-23-54-104-10-01	REPORTS TO:	Safety & Claims Unit Manager

Position Purpose

This position is accountable for investigating accidents involving state vehicles, third party claims, Court of Claims Cases, processing claims, Freedom of Information Act (FOIA) requests, subpoenas, and assisting in the implementation of district safety inspections and safety training classes.

Dimensions

Annual Claims	150-250
Annual Training Classes:	10-20
Annual Court Of Claims Investigations:	10-20
Annual Vehicle Accident Investigations:	25-50
Annual Damage Collections:	\$75,000-\$500,000
Annual Safety Inspections:	20-40

Nature and Scope

This position reports to the Safety & Claims Unit Manager as do the District Safety Representative, Worker's Compensation Manager, Claims Specialist, and a Safety & Claims Specialists (2). No subordinates report to this position.

This position is accountable for the administration and supervision of the collection of data needed to determine the liability of the Department, its employees, the general public in third party claims, Court of Claims Cases, and district vehicle accidents. This position also responds to requests as they pertain to the FOIA as well as subpoenas for information and/or depositions of District 4 employees. This position also assists in the administration of various district safety training programs. The functions of this position are necessary part of maintaining a good departmental relationship with the general public and the employees of the district.

A typical problem for this position involves working in an often adverse hostile environment that is created when the incumbent is required to inform citizens of their legal obligation to pay for damages to State property for which they are liable. The greatest challenge for this position is to conduct, within limited time constraints, complete and thorough investigations and analyses of Civil and Court of Claims Cases in order to provide the data required by the Central Bureau of Claims, the Office of the Attorney General, and the attorneys for third party litigants.

The incumbent is personally accountable for: investigating vehicle accidents and third party property damage claims; administering the collection of data for all Court of Claims Cases involving State liability; administering the collection of funds for restitution for damages to State property by third parties; and assisting in the implementation of field/worksites safety programs. The incumbent makes recommendations for corrective action where improper safety practices are found to exist. The incumbent serves as the support person for the District Employee Safety Representative.

The incumbent's activities are regulated by the Court of Claims, insurance companies, OSHA, Department of Labor, and policies and procedures of the Department. Within these constraints, the incumbent is allowed considerable independence of action in administering the unit activities. Problems referred to the supervisor are usually those that need coordination with other State agencies, physicians, and attorneys.

Internally, the incumbent has frequent contact with District employees, District Bureau Chiefs, Central Personnel, and Chief Counsel's office. Externally, the incumbent has contacts with insurance companies, repair vendors, attorneys, Assistant Attorney General, and others for the purpose of accomplishing claims and safety responsibilities.

The effectiveness of this position is measured by the ability of the incumbent to administer the processing of Court of Claims Cases, to collect reimbursements from citizens for damage to State property, and to assist in administering a safety program that minimizes accidents, reduces work days lost to injury, keeps damage to state equipment to a minimum, and insures the prompt collection of property damage due to the state.

Principal Accountabilities

1. Accountable for conducting investigations of vehicle accidents and 3rd party property damage claims that are thorough and accurate in order to provide the data needed to process Court of Claims cases.
2. Accountable for processing FOIA requests and responding to subpoenas for information and/or depositions of District 4 employees.
3. Administers the collection of mobile property damage fees from liable 3rd parties in a manner, which provide the maximum return to the state.
4. Accountable for preparing accurate reports for use by insurance companies, the Office of the Attorney General and other agencies.
5. Assists in the administration of the safety/training programs which creates safety awareness among employees and minimizes preventable accidents and subsequent lost days.
6. Performs other duties as assigned.
7. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.